



COVID-19 Special Misadventure Policy

March 2022

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Head of College	30.01.2022	Initiation of COVID-19 Assessment Procedure	Deputy Head of Secondary
2	Head of College	01.02.2022	Revision of COVID-19 Special Misadventure Policy	Deputy Head of Secondary
3	Head of College	19.02.2022	Revision of COVID-19 Special Misadventure Policy	Deputy Head of Secondary
4	Head of College	17.03.2022	Revision of COVID-19 Special Misadventure Policy	Deputy Head of Secondary

*Next review of procedure to take place in December 2022 by Deputy Head of Secondary

COVID-19 Special Misadventure Policy

About this policy

This policy sets out how St Mary & St Mina's Coptic Orthodox College **assesses, resolves** and **follows** up with students who are identified as 'household contacts' to COVID-19 or test 'positive' to COVID-19. The policy and procedures included sets out clear guidelines and expectations for stakeholders, ensuring that students and staff are aware of their **responsibilities** and that all precautions are taken to ensure **equity** and **fairness**.

Who is eligible to apply for COVID-19 special misadventure?

- Any student who has **tested positive** for COVID-19 within 7 days prior to an assessment task and has registered their result with the NSW Department of Health.
- Any student who is classified as a **household contact** due to a family member having contracted and registered a positive COVID-19 test result, 7 days prior to an assessment.

What happens when a student misses their assessment task due to COVID-19?

If the student has tested 'Positive' or is considered a 'Household contact':

- They must not attend college and will need to apply for Illness/Misadventure **within the first 48 hours** of being notified through the Deputy Head of Secondary (via email) and provide all evidence required.
 - Evidence provided includes:
 - A medical certificate – use a telehealth (phone appointment) service if you cannot see a doctor in person. *An SMS COVID-19 test result on its own is not sufficient evidence.*
 - Any correspondence from NSW Health that states the need to self-isolate.
 - Confirmation email of the registering of the positive result with 'Service NSW.'

<https://www.service.nsw.gov.au/transaction/register-positive-rapid-antigen-test-result>

Failure to apply within 48 hours for an appeal will result in an automatic estimate mark being granted for a missed assessment task.

- Follow NSW Health advice and isolate for 7 days from the date of receiving a positive test or that of the household contact.
- Take a Rapid Antigen Test (RAT) test on day 6 and **ensure** it is negative. If negative and they no longer show symptoms, they can **return to school on the 8th day**, after isolating for 7 days.

What are my options for the assessment task/s missed?

When applying for a special COVID-19 misadventure you will need to select from one of two options:

- **OPTION 1** **Applicable to Yr 11 & 12 students ONLY**
 - You may choose to sit an **alternate assessment task** that will be prepared by your teacher upon your **first day of return to school from isolation or at an agreed time with your teacher**.
 - This task will be of the same standards (outcomes, content, weighting and duration) as the one that was issued to the other students of that course. The task will be held in the office of the Executive team.
 - You will receive an official mark for the task that will go towards their final academic mark and rank.
 - If you have missed more than one task – due to isolation - the Deputy Head of Secondary will advise you of when you will be sitting those alternate tasks.

Please continue to the next page →

- **OPTION 2**

- Elect to receive an **estimate mark** for this task at the end of the academic year. The estimate mark will be granted at the conclusion of your course in accordance with your Z-score against the other students in the class and this mark will be included in the final academic mark and rank.
 - Students will be afforded the opportunity to sit the **original assessment task like the remainder of the students** of that course and **receive explicit feedback** from the teacher. The estimate mark will still be the mark included in the final academic mark and rank.
 - Your teacher will organise with you the time and date of when you will sit for the missed task.
- **If a student misses more than one task for the same course**, Option 2 will be non-applicable, and an alternate task will be set by the teacher where the student must sit that new task upon their return to college and be marked accordingly.

What if a student needs to submit a project-based / hand-in task due to COVID-19?

- If a student tests 'negative' for COVID-19 while in isolation at home and a project-based / hand-in assessment task is due, they must still **submit their task online and on time** - as scheduled in their assessment notification.
- If a student tests 'positive' for COVID-19 while in isolation, **an extension may be granted to that student at the teacher's discretion**. The student must provide evidence of a positive result by registering with NSW Health and providing the College with this evidence.

**This procedure is subject to change, in accordance with NSW Health and NESAs regulations.*



St Mary & St Mina's Coptic Orthodox College

"In Whom are hidden all the treasures of Wisdom and Knowledge" (Colossians 2:3)

YEAR 7-12 SPECIAL COVID-19 MISADVENTURE FORM

Complete the following details and submit this form to the Deputy Head of Secondary within 48 hours of the time you commence your isolation. Please attach any additional documentation: Medical Certificate, NSW Health correspondence and registered positive correspondence from Service NSW.

*NB: A new form for each task missed must be submitted.
E.g., If you missed two tasks, then two forms need to be submitted.*

Full Name: _____ Subject: _____

Date of Task/s: _____ Class Teacher: _____

Name of Task/s: _____

Date/s Covered on the attached Medical Certificate: _____

Specific description of the illness/misadventure and how this has adversely affected your performance (to be completed by student):

Signed by Student

Date

Please select which option you would like to take in replacement of the task:

- OPTION 1 – Alternate Assessment (Applicable to Yr 11 & 12 students ONLY)
- OPTION 2 – Estimated Mark

I acknowledge that I have read and understood the conditions set out in the COVID-19 Special Misadventure Policy and understand that I cannot change my option once I have submitted my appeal.

Signed by Student

Date

Office Use Only – Not for student completion

- | | |
|--|--------------------------|
| Has the student filled out the COVID-19 Special Misadventure form correctly? | <input type="checkbox"/> |
| Has the student provided a medical certificate from their GP during isolation? | <input type="checkbox"/> |
| Has the student provided NSW Health correspondence? | <input type="checkbox"/> |
| Has the student (or family member) registered their positive result via Service NSW? | <input type="checkbox"/> |
| Has the subject teacher been made aware of the student's COVID-19 situation? | <input type="checkbox"/> |

Signed by Deputy Head of Secondary

Date